

20 May 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)
SUBJECT : Table of Organization

It is recommended that the following positions be added to the table of organization of the Office of the Director and that appropriate candidates be placed in such positions as soon as possible:

- 1 GS-12 Security Officer
- 2 GS-7 Junior Agents
- 1 GS-5 Secretary (Receptionist)

1. The Security Officer would be concerned with the general items of proper protection of personnel, material, and space. He would be concerned with problems of visitors, communications, mail, and other forms of traffic. He would assist the Special Agent in Charge of the DCI Detail in the overall problem of protection of the Director and his staff within the compounds of the CIA area as well as to and from and at all points of engagement. His concern would require mature judgment, calmness, practical analyses of situations, a knowledge and perception of technical devices and their application, training in the use of firearms and the ability to plan precautionary measures, and to deal with all types of people. He would also be concerned with the coordination of the emergency plan from a security standpoint as related to the Office of the Director and the Agency, and with evacuation plans as affects personnel of the immediate area.

2. The two GS-7 Junior Agents would be concerned with assisting in the proper protection of classified information of the Director and his office, in and outside the premises of the Agency. Provided these candidates possess proper characteristics either white or colored personnel could be utilized. It is suggested that, although the assignment would involve other areas and related duties, one major responsibility would include their detail to the residence of the DCI as deemed appropriate with hours of duty of one being from 4:00 p.m. to 12:30 a.m. and the other from 12:30 a.m. to 9:00 a.m. These individuals must

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be capable, mature, practical, and blend into the household staff of the DCI to provide adequate handling of the visitors, traffic, and communications. They would have the effect of a "buffer" to assure unnecessary disturbance of the DCI and adequate protection from visitors and other sources. The incumbents should be skilled in the use of firearms to be carried only when authorized.

3. The Secretary (Receptionist) would be responsible for the improved method of handling visitors, being completely briefed and trained and capable of handling all types of people, in exercising the necessary precautionary measures in the interest of the Director and his staff. This person would also serve as secretary to the Security Officer, performing the clerical duties required by him.

/s/

Sheffield Edwards
Director of Security

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